



Alameda Recreation and Park Department - (510) 747-7529

## **2010-2011 Washington Elementary Recreation Afterschool Program (Wash K - RAP)**

*A Supervised Recreation After School Program for Boys and Girls  
who are enrolled in Kindergarten at Washington Elementary School*

### **WHEN DOES WashK-RAP MEET?**

WashK-RAP meets every day of school at dismissal time - *includes modified or early dismissal school days*. There is no WashK-RAP care on School Holidays or non-School Days. Once RAP staff leaves school grounds for LONGFELLOW PARK (520 Lincoln Ave), they cannot return to school for late kids (i.e. field trips, enrichment, etc.). WashK-RAP fees do NOT cover cost or enrollment for any non-school vacation camps. (Camp enrollments require separate forms and fees). RAP ends no later than 5:30 p.m. daily.

### **WHAT DOES WashK-RAP DO AT THE SITE?**

Activities include:

- \* Daily Snacks
- \* Daily Choices of Games, Arts & Crafts, Cooking, Sports, and more!
- \* Outdoor activities, weather permitting, in a supervised, safe environment!

### **WHERE DOES WashK-RAP MEET?**

Kindergartners will be met by Leaders at their classroom, upon dismissal. All participants will then walk back to **Longfellow Park** with the RAP Leaders. *Any kids with bikes, scooters, skateboards or roller blades MUST walk or carry them and obey all traffic laws on the way to the park.* Please be sure your child is dressed appropriately for the weather.

### **LOTTERY FOR RAP REGISTRATION**

RAP lottery registration for the 2010-2011 school year begins THURSDAY, JULY 1, 2010 and ends THURSDAY, JULY 15, 2010. You must mail or drop off your completed registration(s), including form and payment, to the ARPD main office during this time. **NO FAXES ACCEPTED DURING LOTTERY.** All forms will be processed starting Friday, July 16th. Incomplete registrations will delay processing. Any forms received before July 1st or after July 15th will be processed on Wednesday, July 21st.

### **HOW DO WE REGISTER AFTER LOTTERY?**

Starting Monday, July 26, 2010 at 8:30 a.m., we will open registration for all remaining spots. Space is limited and may be gone by this date! Waitlists will be available.

*\*Walk-In registrations will be accepted between normal business hours, 8:30 a.m. - 5:00 p.m.*

ARPD  
2226 Santa Clara Avenue Alameda, CA 94501

\*Mail In - Mail completed registration with payment to the above address

\*Fax In - Complete registration form with payment and fax to (510) 523-4071

*Online and phone registration are not available for RAP. Once the completed registration has been received in the main office, you may pay over the phone, (510) 747-7529, with a Visa/Mastercard throughout the school year.*

**ABSENCES/NON-SCHOOL DAYS** - Please notify ARPD by 11:00 a.m. (510-747-7529) if your child will not attend RAP for any reason. Failure to notify RAP of an absence on a scheduled RAP day will result in Alameda Police Department conducting a search for your child which will result in a \$15 service fee. Fee must be paid within 24 hours of the incident. **NO REFUNDS, CREDITS OR MAKE-UPS ARE ALLOWED FOR ANY DAYS YOU MISS.**

**LATE PICK UPS** - All participants must be picked up by 5:30 p.m. Starting at 5:31 p.m., a late fee of \$1 per minute will be charged for late pick-ups payable that day. If you are more than 1/2 an hour late, we will contact the Alameda Police Department to pick up your child and take them to the station. If late pick ups are a consistent problem, we will take further appropriate action.

**RECEIPTS** - You will be mailed/handed a receipt upon registration. Save your receipt! There is a \$5 reprint service charge for each reprinted receipt. An official 2010 Tax Receipt will be available for a fee, upon request, after January 1, 2011.

**SEE OTHER SIDE FOR PAYMENT SCHEDULE AND OTHER IMPORTANT PROGRAM INFORMATION**

**PAYMENTS** - All fees must be paid a minimum of 48 business hours in advance before your child is picked up for RAP. You must pay either the entire single payment or the split payment by the published due dates; single payments CANNOT be split. Payments made after the due dates are charged an automatic \$30 late fee and pick ups will begin 48 business hours after payment is received. Payment options include cash, check, money order, Visa or Mastercard. No exceptions! ARPD **DOES NOT SEND PAYMENT REMINDERS!** ALL DEADLINES ARE LISTED IN PARENT HANDBOOK, RAP FLIER, RECEIPTS, AND ON ARPD WEBSITE!

**EXTRA DAYS (2 OR 3 DAY PROGRAM PARTICIPANTS)** - You CANNOT swap any unused regular day(s) for any extra day(s). You may add a one-time additional pick up day (outside of your regular days); there is a \$15 per day charge which must be paid in full 48 business hours in advance of the date needed.

**DAY CHANGES** - On the registration form, you must specify the days of the week we will pick up your child. These days will remain the same for the full session unless you pay the \$15 administrative fee to change them.

**CHILDREN WITH SPECIAL NEEDS** - Registrations for children requiring special attention are reviewed on a case-by case basis with the Program Supervisor. Please be sure to provide as much detail as possible including any physical or emotional needs or medications involved. Please note that the Recreation Department staff do not receive specialized training for various special needs participants, but will work with individuals as appropriate to provide a positive experience.

## **FEE SCHEDULE FOR 2010 - 2011 SCHOOL YEAR** **AUGUST 30, 2010 TO JUNE 9, 2011 (Subject to Change)**

**WHETHER YOU CHOOSE TO PAY BY SESSIONS OR INSTALLMENTS, IT IS YOUR RESPONSIBILITY**  
**TO MAKE ALL PAYMENTS BY THE DUE DATES TO AVOID THE AUTOMATIC \$30 LATE FEE.**  
**WE DO NOT SEND REMINDERS.**

### **FALL SESSION:**

**August 30 to December 17, 2010**  
**(16 WEEK SESSION)**

Single payment due by:  
Thursday, August 26th  
Split payment 1st installment due by:  
Thursday, August 26th  
Split payment 2nd installment due by:  
Thursday, October 21st

#### **KINDERGARTEN**

##### **5 DAYS/WEEK:**

Single Payment: .....\$912  
Split Payment 1: .....\$486  
Split Payment 2: .....\$486

##### **3 DAYS/WEEK:**

Single Payment: .....\$600  
Split Payment 1: .....\$330  
Split Payment 2: .....\$330

##### **2 DAYS/WEEK:**

Single Payment: .....\$408  
Split Payment 1: .....\$234  
Split Payment 2: .....\$234

### **WINTER SESSION:**

**January 3 to March 18, 2011**  
**(11 WEEK SESSION)**

Single payment due by:  
Friday, December 17th  
Split payment 1st installment due by:  
Friday, December 17th  
Split payment 2nd installment due by:  
Thursday, February 10th

#### **KINDERGARTEN**

##### **5 DAYS/WEEK:**

Single Payment: .....\$636  
Split Payment 1: .....\$348  
Split Payment 2: .....\$348

##### **3 DAYS/WEEK:**

Single Payment: .....\$408  
Split Payment 1: .....\$234  
Split Payment 2: .....\$234

##### **2 DAYS/WEEK:**

Single Payment: .....\$276  
Split Payment 1: .....\$168  
Split Payment 2: .....\$168

### **SPRING SESSION:**

**March 28 to June 9, 2011**  
**(11 WEEK SESSION)**

Single payment due by:  
Thursday, March 17th  
Split payment 1st installment due by:  
Thursday, March 17th  
Split payment 2nd installment due by:  
Thursday, May 5th

#### **KINDERGARTEN**

##### **5 DAYS/WEEK:**

Single Payment: .....\$636  
Split Payment 1: .....\$348  
Split Payment 2: .....\$348

##### **3 DAYS/WEEK:**

Single Payment: .....\$408  
Split Payment 1: .....\$234  
Split Payment 2: .....\$234

##### **2 DAYS/WEEK:**

Single Payment: .....\$276  
Split Payment 1: .....\$168  
Split Payment 2: .....\$168

**IMPORTANT...IMPORTANT...**  
**A minimum of 10 students must**  
**be registered at a school in**  
**order to be a RAP Pick-Up Site**

**FEE INFORMATION**  
**ALL FEES ARE SUBJECT**  
**TO CHANGE**

**NEED FINANCIAL ASSISTANCE?**  
A limited number of partial scholarships are available for Alameda residents only. To qualify, please complete a Fee Assistance Request Form from the Alameda Recreation and Park Department Office. Allow a minimum of three (3) weeks to process.